

EBIZ PORTAL ACCOUNT REGISTRATION AND RENEWAL INSTRUCTIONS

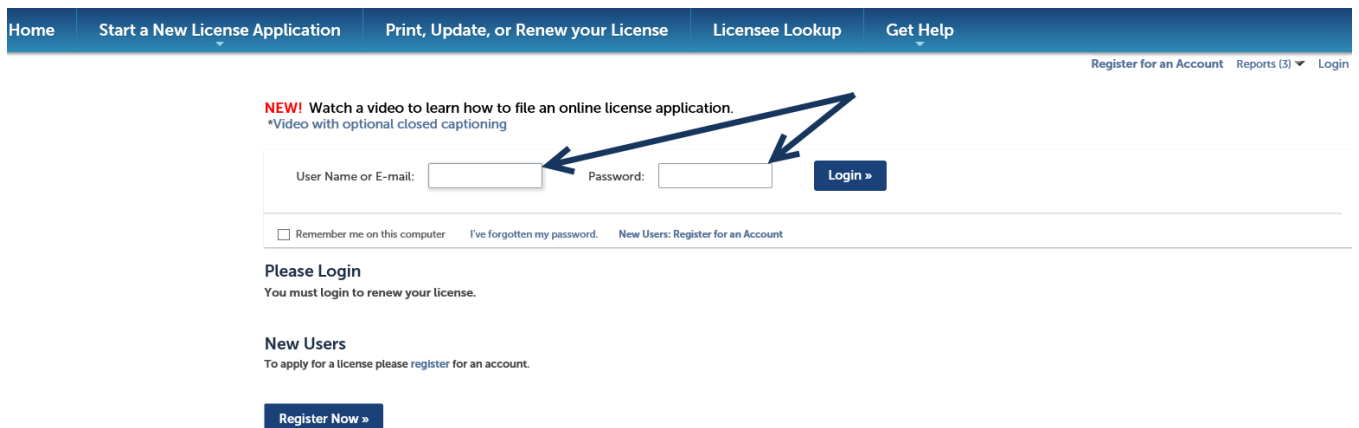
Renewal information:

- a. If you have an account but are having trouble logging in, please **do not create another account**. Instead, please contact the Business Standards Division at (406) 444-6880 or email us at dlibsdlhelp@mt.gov. We will assist you in logging into your account and renewing your license.
- b. Prior to starting your renewal to change your licensing status or update an endorsement, please contact the Business Standards Division at (406) 444-6880 or email us at dlibsdlhelp@mt.gov. Please allow up to 72 hours for professional licensing staff to process your request.
- c. If you do not have an online user account, you must first register for an account to use the online renewal service. See “Account Registration” instructions on page 3 below.
- d. If you are uncertain if you have an account, please email the board office for confirmation at dlibsdlhelp@mt.gov.

Renewal Instructions:

Step #1: Navigate your browser to the Montana Department of Labor & Industry EBiz online portal at ebiz.mt.gov/pol

Step #2: Login using your user name and password. Your EBiz profile account email may also be used for your user name.



Home Start a New License Application Print, Update, or Renew your License Licensee Lookup Get Help

Register for an Account Reports (3) Login

NEW! Watch a video to learn how to file an online license application.
*Video with optional closed captioning

User Name or E-mail: Password: [Login »](#)

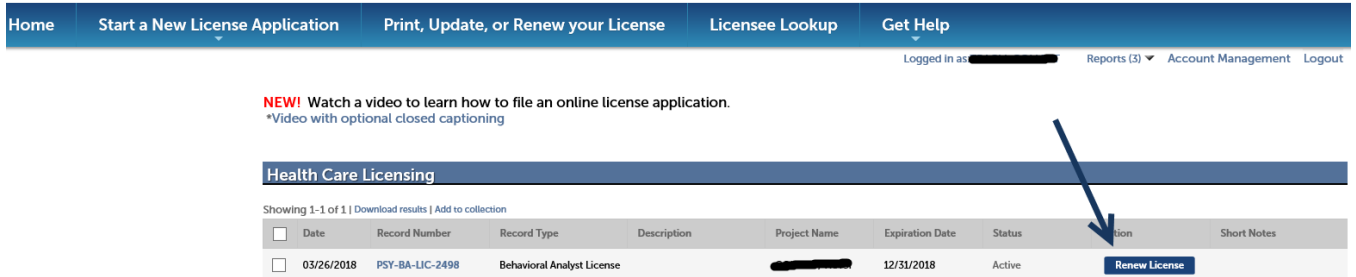
☐ Remember me on this computer [I've forgotten my password.](#) [New Users: Register for an Account](#)

Please Login
You must login to renew your license.

New Users
To apply for a license please register for an account.

[Register Now »](#)

Step #3: Click the blue “Renew License” button next to your license to begin the renewal process.



Home Start a New License Application Print, Update, or Renew your License Licensee Lookup Get Help

Logged in as [redacted] Reports (3) Account Management Logout

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Health Care Licensing

Showing 1-1 of 1 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	03/26/2018	PSY-BA-LIC-2498	Behavioral Analyst License		[redacted]	12/31/2018	Active	Renew License	

Step #4: Answer all questions presented and click “Continue Application” button. On the next screen you can upload documents if you need to; otherwise select the “Continue Application” option.

Step #5: Review the information you entered on the next screen and select the “Continue Application” option. You will then be shown the fee; select the “Continue Application” button and enter payment information. You will be shown a receipt page to print and your renewed license will be emailed to you within the hour.

Account Registration:

Step #1: Navigate your browser to the Montana Department of Labor & Industry EBiz online portal at ebiz.mt.gov/pol

Step #2: Click on the “Register for an Account” link in blue.



[Register for an Account](#) [Reports \(3\) ▼](#) [Login](#)

NEW! Watch a video to learn how to file an online license application.
*Video with optional closed captioning

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User Name or E-mail: Password: [Login »](#)

Step #3: Click the box accepting the disclaimer and click the “Continue Registration” option.

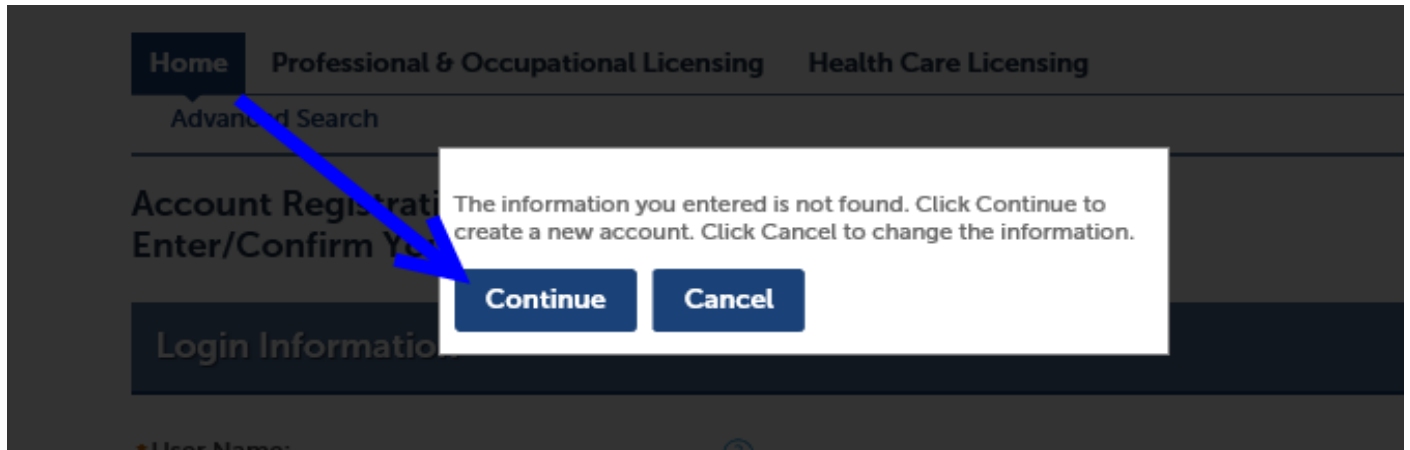
Step #4: Complete the account registration process by selecting a user name and password, providing an email address and creating a security question and answer.

Step #5: Next select the “Add New” button so that we can capture your mailing address and contact information for corresponding with the board office.

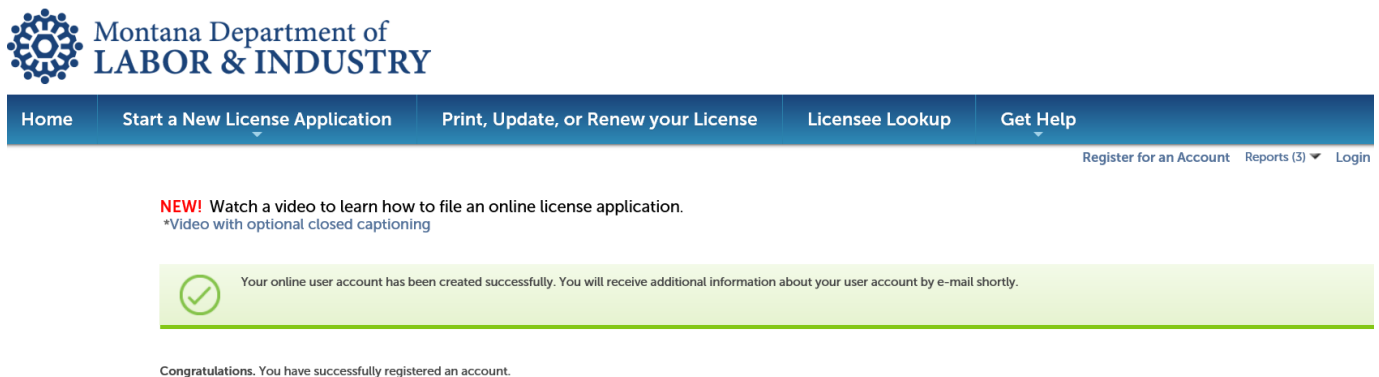
Step #6: When prompted, select “Contact Type”; select “Individual” and then “Continue.”

Step #7: Enter your name, date of birth, address, city, state, zip, phone number(s), and email address. Click the “Continue” button.

Step #8: If you don't already have contact information in our database you will see the box below. Select the "Continue" option.



Step #9: Your contact information will pop up and show that your information was successfully added; click "Continue" to proceed. You will receive the following message:



Step #10: You can now click "Login" and use your new account information to apply for a license. **If you are already licensed, continue to Step #11 and #12 to enable your account.**

Step #11: Email your professional licensing board at: dlibsdlhelp@mtgov to enable your online account. Please allow up to 72 hours for Professional Licensing staff to process your request.

Step #12: Once your account is enabled, you'll be able to apply for licensure, renew an existing license, change your address, and update your log-in information through the EBiz online portal.